



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

To: Districts, Charter Holders, and tutors

From: Karen Butterfield, Associate Superintendent for Academic Achievement
Nancy Konitzer, Deputy Associate Superintendent
Debby Francis, Education Program Specialist

Date: July 11, 2006

Subject: State Tutoring Program reflecting new legislation and June State Board of Education meeting (changes in blue)

Eligibility: All students attending Underperforming/ Failing schools through AZ LEARNS <ul style="list-style-type: none">Fall semester - all students attending those schools from the 04-05 profileSpring semester and summer - all students attending those schools from the 05-06 profileIf more students than tutors, selection should be 1st come- 1st served, no academic ranking	OR	Eligibility: Students who have not passed most recent AIMS <ul style="list-style-type: none">9-10th grade students who did not pass 8th grade AIMS11-12th grade students who have not passed high school AIMS in order to graduate
Tutoring Hours and Group Size <ul style="list-style-type: none">Not to exceed 90 hours for each eligible student per semesterSame number of hours for summerMaximum group size of 5 students to 1 tutorHrs. do not vary based on group size or # of portions of the AIMS that student didn’t pass		Dates for all tutoring <ul style="list-style-type: none">August 14 through November 17, 2006January 8, 2007 through April 27, 2007Summer dates to be determinedOnline system will be opened 7 A.M. on the first day + closed at 3:30 P.M. on the last day.
Tutor Qualifications <ul style="list-style-type: none">HQ teachers as defined by NCLBIf not enough HQ teachers available, LEA/ provider discretionAll other options exhausted; write exception		Supplemental Program <ul style="list-style-type: none">Any non-teaching prep time during student’s non-core classes with principal approvalOutside of schools hoursSee further on for a list of ideas
Payment Options <ul style="list-style-type: none">The district or charter holder (either referred to as the “LEA”) decides on the payment option.The State Tutor fund online system is how the tutor registers students and enters session information. Use of this system is how ADE calculates how much to reimburse the LEA or tutor.		
Payment (LEA- based) option <ul style="list-style-type: none">Application through Grants System with estimatesFund alert and application active Aug.14 and closed Oct. 6; active Jan. 8 and closed Feb 23;\$40 per hour to LEA– covers fees to the tutor and benefits, may include materials and adminTutors receive less than \$40, a local decisionADE pays LEAs who pay tutors through contract addendums or stipends	OR	Payment (Tutor- based) option <ul style="list-style-type: none">Tutors must complete Service Agreement, Statement of Assurances, and Substitute W-9.ADE pays tutor directly\$40 per hour- covers fees to the tutorTutors paid before Jan. 1, 2007 for fall semester and before July 31, 2007 for spring semesterOutside providers are paid directly from ADE.

Accountability

- Certificate of Supplemental Instruction meets legal requirements and may not be altered.
- Tutor identifies most important skill/concept
- Tutor indicates online yes/no improvement in that skill/concept. Tutor will be paid for all tutoring where accountability is marked.
- State Board of Education may remove a tutor if he/she fails to meet the stated level of academic improvement (A.R.S. 15-241Q) stated in Certificate

IN MORE DETAIL**Tutor Qualifications:**

- Staff is comprised of highly qualified teachers in the subjects being tutored.
- If not enough highly qualified teachers are available, the principal or district official may choose any appropriate individuals with experience or background, including community members and classified staff.
- Exceptions must be signed by the principal or district official and can only be based on student need. These must be kept with other program documentation, but not sent to ADE.
- Outside approved providers will be posted at the ADE website at <http://www.ade.az.gov/asd/StateTutoring/> as soon as contracts are awarded sometime in August.
- The relationship between the school/LEA should be the following:
 - If a school/LEA chooses not to participate in the State Tutoring Program, it is under no obligation to advertise for providers approved under this RFP.
 - If a school/LEA does participate in the State Tutoring Program, they must inform parents about the availability of approved providers in the area.
 - The parent is responsible for contacting an outside provider. The Certificate of Supplemental Instruction authorizes the release of a student's records.
 - Schools/LEAs will not release names or other information about eligible students to providers without a signed Certificate of Supplemental Instruction.

Supplemental Program:

- Examples of supplemental programs are those after school, before school, during lunch, weekends, supplemental Fridays, evenings, intersession, pullouts that do not remove students from core classes, during prep time, AIMS remediation "classes" with no more than 5 students during teachers' prep times (high school credit may be given).
- Those not appropriate are programs that supplant regular instruction.

Payment (LEA-based):

- The amount paid per hour to the tutors is a local decision. However, LEAs must deduct benefits. They should treat this payment like any other stipend that they offer.
- Regarding your payment schedule on the application, indicate the first payment for your total allocation in December. LEAs are reimbursed for tutoring services rendered based on data submitted on the State Tutor Fund online program.

Sample Budget Description for a project total of \$105,800 is below. In your budget, anything above the %s shown below for benefits, materials and admin may be subject to review. If you have a small budget, admin fees may not be appropriate.

Function Code	Object Code	Amount	Description
Instruction 1000			
Salaries	6100	82990	For Alpha and Baker schools: stipends for # _____ tutors for # _____ hours for supplemental tutoring at \$ _____/hr.
Employee Benefits	6200	12500	Benefits without medical for tutors @ 15%
Supplies	6600	2110	Instructional materials for tutoring program @ 2%
Support Services – Admin 2300, 2400, 2500			
Salaries	6100	5290	Stipend to administer tutoring program @ 5%
Employee Benefits	6200	800	Benefits without medical for administrator @ 15%
Supplies	6600	2110	Supplies to administer tutoring program @ 2%

Estimation chart found on application

# of eligible students predicted to be tutored_____	# total hours predicted to be used _____	# of total hours times \$40 per hour= total allocation \$_____ (The \$40/hr. covers fees to the tutor and benefits and may include instructional materials and admin.)
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Accountability:

- The Certificate of Supplemental Instruction is an agreement between the tutor and the parent. This form is ADE provided and cannot be altered. It contains the most important skill/concept that the student will study, the timeline, tutor signature, and parent signature or initials of provider or district personnel who spoke to the parent. [The principal/outside provider's CEO or administrator is required to certify that the skill/concept was reasonable and that the student has shown academic improvement in that skill/concept.](#)
- For accountability purposes, the tutor will indicate online if and how that student showed academic improvement in that skill/concept. [Written, oral, or other assessments can be in the form of teacher-made, district, or standardized tests determined by the tutor.](#)

Documentation to Keep

- [Completed Certificate of Supplemental Instruction forms, attendance records that cover tutoring time, and Highly Qualified Exceptions should be kept at school or district office in readiness for possible monitoring of the program.](#)

Other components:

- Curriculum is reading, writing, and math.
- Location is not to be private residence.
- To obtain AIMS scores, contact your registrar or SAIS technology coordinator. See *Q & A* in the online system to see the steps that you can pass along to those individuals.

How to Get Started

- District officials, principals, or their representatives email Deborah.Francis@azed.gov the tutors' names, school, email addresses, and LEA or Tutor-based payment option. In the email that official's role should be clear.
- For LEA-based option, D. Francis will email tutors user names and passwords for online system. For Tutor-based option, D. Francis will email tutors user names and passwords for online system, Service Agreement, Statement of Assurances, and Substitute W-9 form.
- Since correspondence contains attachments, please be sure that your filter will accept that type of email. You may need to contact your technology department regarding this matter.

Summer Tutoring Reminder

- Tutoring ended on July 10, 2006. At 4:00 P.M. on that day, the online system closed.
- Payment will be made before September 1 if tutors are paid by ADE directly. For those completing a grant, the application is open from July 10 to August 11.

Spring Payment Owed

- [Tutors who were not reimbursed or not fully reimbursed because they failed to enter, to finish entering, or to correctly enter hours online, can still be paid for the services they performed. Please, go to <http://www.ade.az.gov/asd/StateTutoring/> for directions on how to proceed. Your deadline is September 25, 2006.](#)

Contact information:

- Debby Francis, Arizona Department of Education, Title I/ State Tutoring Coordinator, (602) 364-3177, Deborah.Francis@azed.gov
- <http://www.ade.az.gov/asd/StateTutoring/>